

## **TENNIS COURT USE POLICIES AND REGULATIONS**

The Los Altos Recreation Department handles all reservations for all City tennis courts.

The tennis courts available for reservations are:

<b><u>PARK NAME</u></b>	<b><u># OF COURTS AVAILABLE</u></b>
Marymeade	3 lighted
McKenzie Park	2 lighted
Montclair	2 lighted

Covington Mini-Park's 2 non-lighted tennis courts are not available for reservation. They are drop-in use only.  
The Los Altos High School tennis courts are reserved through the Mountain View/Los Altos Union High School District.

### **TENNIS COURT RESERVATION PROCESS**

Reservation requests are required for any user's exclusive use of tennis courts.

- A. We will not reserve all tennis courts in any park to a user. One court will always be left open for public use.
- B. Tennis Court Reservations are not available during peak hours. Peak time is considered Monday-Friday from 5-9pm and Saturday/Sunday/Holiday from 8am-Noon.

The following procedures are to be followed in requesting a reservation:

- A. Users must complete a reservation application and pay all fees prior to use.
- B. Reservation applications may be submitted by email, fax, mail or in person. Email applications to [info@losaltosrecreation.org](mailto:info@losaltosrecreation.org), fax to (650) 947-2738, mail or submit in person to the Recreation Office at 97 Hillview Avenue, Los Altos, CA 94022.
- C. Reservations will not be approved until our Tennis Program Coordinator has checked the group and private lesson schedule and approved requested times. Please allow up to 7-10 business days to find out if your use is approved.
- D. Payment is contingent upon availability of space. Rental fee is based on total hours of all practices and games multiplied by the hourly rate. A copy of the invoice will be mailed/emailed to the applicant upon approval of the reservation. Total amount due is to be submitted prior to use of the bocce ball court(s). In the case of extended or ongoing use of the courts a payment schedule may be developed over the period of the use. Payments by credit card or check are accepted. Checks payable to "City of Los Altos". Mail to: Los Altos Recreation Dept., Reservations, 97 Hillview Avenue, Los Altos, CA 94022.
- E. A receipt for all tennis court reservations will be given to the applicant upon payment. This receipt is to be used as proof of approved request.
- F. Refunds / Transfers: Refunds will not be granted for any cancellations of tennis court reservations. Reservations are non-transferable.

## FEES

Resident Organizations/Groups/Individuals only: \$4.00 per hour per court

## TENNIS COURT RESERVATION PRIORITY

The courts are reserved to groups with the following priorities:

1. Los Altos Recreation Department
2. Los Altos School District Programs
3. Los Altos Youth Sports Organizations/Groups/Individuals
4. Los Altos Adult Organizations/Groups/Individuals

## TENNIS COURT RESTRICTIONS

All Los Altos Police Department Municipal Codes/Regulations and Los Altos Recreation Department regulations apply to all City courts.

1. No vehicles are permitted in any park except in approved parking areas.
2. Alcohol is not allowed on tennis courts.
3. No dogs are allowed on tennis courts.
4. Users must pick up and remove any trash generated by their activity.

## COURT MAINTENANCE SCHEDULES

Outlined below is the washing schedule for City Tennis Courts. These schedules may be adjusted due to equipment break down or staff scheduling.

### COURT

McKenzie Park  
Marymeade Park  
Montclair  
Covington Mini-Park\*

### WASHED

1<sup>st</sup> Tuesday of each month  
2<sup>nd</sup> Tuesday of each month  
3<sup>rd</sup> Tuesday of each month  
4<sup>th</sup> Tuesday of each month\*

\*There is no water available at Covington Mini-Park so these courts are cleaned with an electric blower.

## MISCELLANEOUS INFORMATION

- A. Please report any damages or unacceptable conditions that occur before or during your scheduled use. If you have a maintenance problem on the weekend, please call Los Altos Police Communications at (650) 947-2770 and report the problem. An on-call city staff member will respond.
- B. It is your responsibility to leave the facility clean.
- C. Public restrooms are open at McKenzie and Marymeade for your convenience. Please monitor your group's restrooms use during and after your event and clean-up as needed.
- D. Misuse and/or failure to follow guidelines may result in discontinued use and/or suspension of future use.
- E. If you have further questions about tennis court reservations, please call the Recreation Department at (650) 947-2790.